

JOB DESCRIPTION
ST. CLAIR STREET SENIOR CENTER
PART TIME CLASS INSTRUCTOR

1. JOB TITLE: CLASS INSTRUCTOR

- 2. DEFINITION:** The employee is responsible for conducting a safe and effective class or workshop for the St. Clair Street Senior Center. The employee is responsible to the Program Director or in her absence the Center Director. All employees are responsible to the City Manager. A high level of independent judgement is necessary to fulfill the duties of class instructor. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive, the employee is subject to post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/ JOB LOCATION:

- a. The employee operates equipment specific to the class being taught including kitchen equipment, kilns, fitness equipment, hand tools, art and craft implements, etc. The employee also operates modern office equipment including multi-line telephone, personal computer, photocopier, facsimile machine, etc.
- b. The employee's job location is in the St. Clair Street Senior Center where the work is typically performed indoors in a smoke-free environment.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Plans, organizes, promotes, teaches and/or conducts, and evaluates a specific class, course, workshop, educational trips, learning activity or program.
- b. Maintains accurate participation/attendance numbers, financial and other records as requested.
- c. Informs the supervisor in a timely manner of any problems arising with participants or the class.
- d. Acts in a professional manner at all times with class members, Center staff, suppliers and the public.
- e. Abides by and enforces the rules and regulations of the Senior Center and City of Murfreesboro for the safety and welfare of staff and participants.
- f. Purchases, appropriately uses, maintains and stores equipment and supplies needed or used with the class, course or workshop.
- g. Maintains and completes reports, class roles, manuals, lesson plans, etc. as required.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Provides pertinent information for publicity releases and other promotion sources as needed.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be 18 years of age or older.
- b. Must have legal authorization to work in the United States.
- c. Graduate from an accredited high school or equivalent.
- d. Knowledge, educational background and experience in the specific class topic and the ability to impart that knowledge to those taking the class, course or workshop clearly and concisely.
- e. Ability to organize, plan, and implement specific classes for individuals with different skill and comprehension levels.
- f. Ability to work with a variety of older individuals some of whom may be irate or unreasonable at times.
- g. Knowledge of and the ability to teach in specific areas of instruction such as arts, crafts, physical fitness, sports, games, etc.
- h. Knowledge of, the ability to organize, and make comprehensive lesson plans and amass supplies for classes and/or workshops.
- i. Ability to follow directions.
- j. Ability to communicate effectively both orally and in writing.
- k. Knowledge of community resources and other related organizations.
- l. Ability to work as scheduled and notify in accordance with City policy the appropriate individual in advance if unable to work.
- m. Ability to establish and maintain an effective working relationship with other employees, community resources, and older individuals.
- n. Ability to work a flexible schedule.
- o. Ability to work independently with minimal supervision.
- p. Ability to concentrate and accomplish tasks despite interruptions.

Non Exempt

Non-Safety Sensitive

7/22/99